

~~CONFIDENTIAL~~

DEC 30 1954

## MEMORANDUM FOR: THE RECORD

SUBJECT : Administrative Plans, Standard Language,  
Budget Data

PRESENT :

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1. Pursuant to open discussion of the first meeting, 17 December 1954, in reference to controversial language as standard inclusion in Administrative Plans, the Task Group convened 28 December 1954 to resolve the problem.

2. The Task Group agreed that the language quoted below (para. 3) would:

- a. Satisfy the requirements of DD/A.
- b. That it would not constitute a duplication of the responsibility of DD/P.

3. The agreed language was as follows:

"The Area Divisions shall prepare annually an itemized operating budget for the project. The entire estimated expenses of the project will be detailed in this budget. After approval of the project, the budget shall be conformed with the amount of the project approval. This conformed budget and any amendments thereto shall be forwarded to

the office of the

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- 2 -

the office of the Comptroller for review and concurrence."

4. The questionable language no longer to be employed in Administrative Plans is as follows:

"The Area Division shall prepare annually, prior to submission of the Project for approval, an itemized operating budget for the project. The entire estimated expenses of the project will be detailed in this budget. After approval of the project the budget shall be forwarded to the Office of the Comptroller where it will be reviewed in order to assure that the budget is adequate to the needs of the project and that the budgeted funds are (a) within the authorized amount of the project approval and (b) for activities within the scope of the approved project outline. Any within-year revision of a category in the annual budget in excess of 20% or material change in the scope of the project activity shall, in each case, be referred to the Office of the Comptroller for a determination as to whether the applicable project or program approval will permit such revisions or material change without reference to the project approving authority."

SIGNED

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29 December 1954 :pvf

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